Industries Commissionerate Portal
(GOVERNMENT OF GUJARAT)

IC Portal – Clerk User Manual

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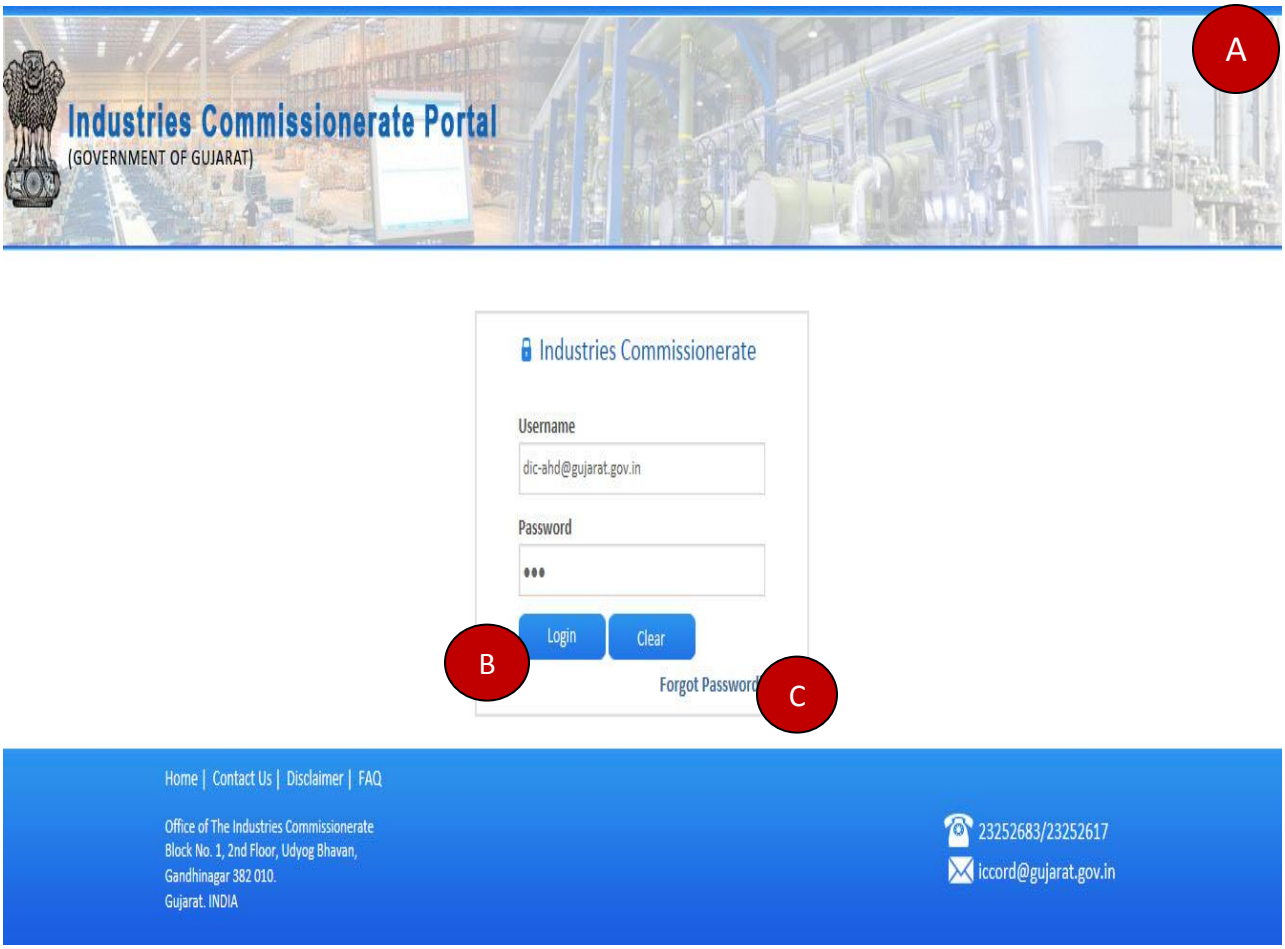
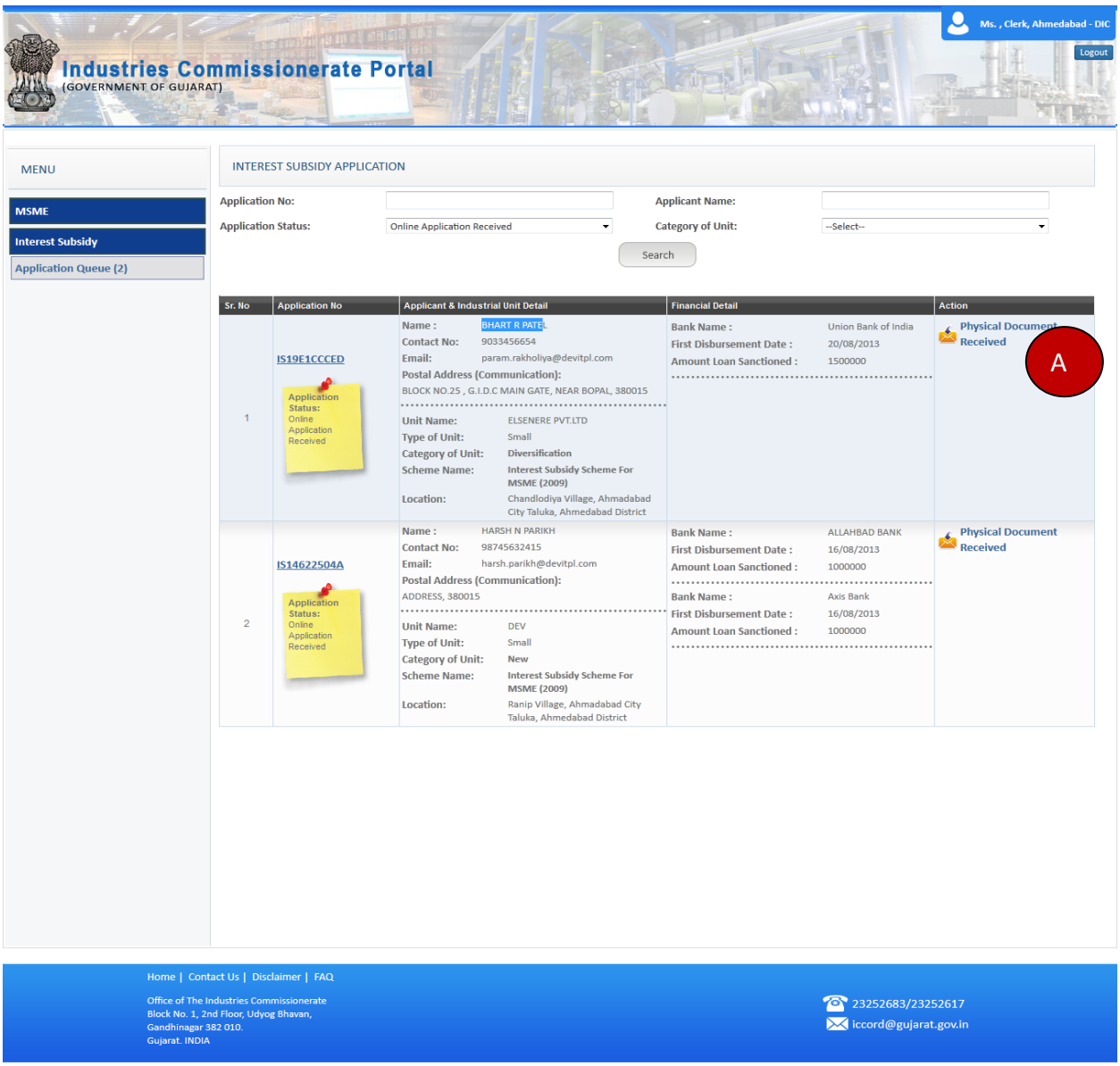
1. How do I login to the portal?

- Go to the URL :- http://10.10.46.175/admin/login.aspx
- The following homepage will open.**(A)**



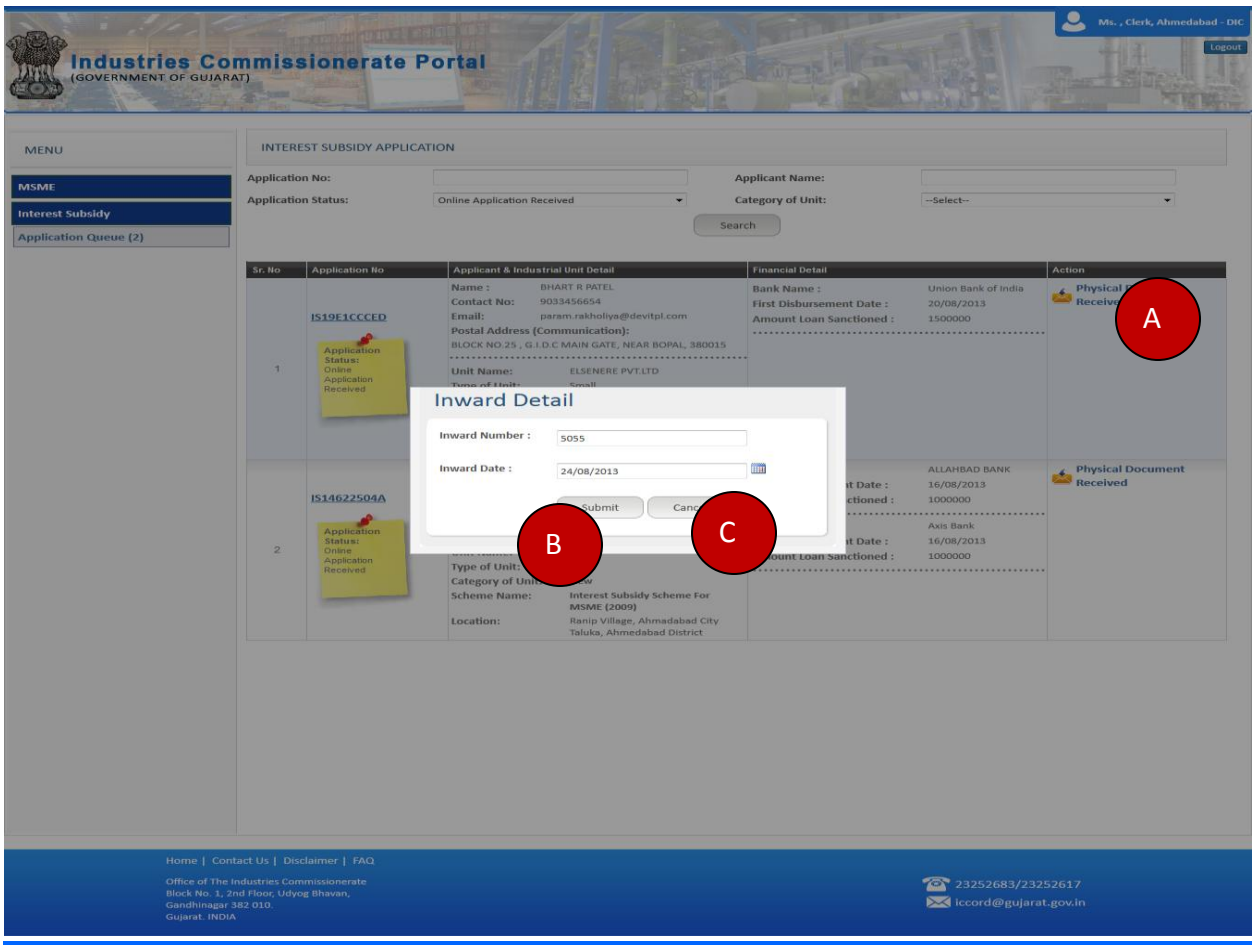
- After enter user name and password click on “Login” button and it will redirect to you into our system.**(B)**
- If you forgot your password then in that case click on “Forgot Password”, it will ask you enter your Email Id for send your password on that Email Id.**(C)**

2. How do I Receive the Physical Document?



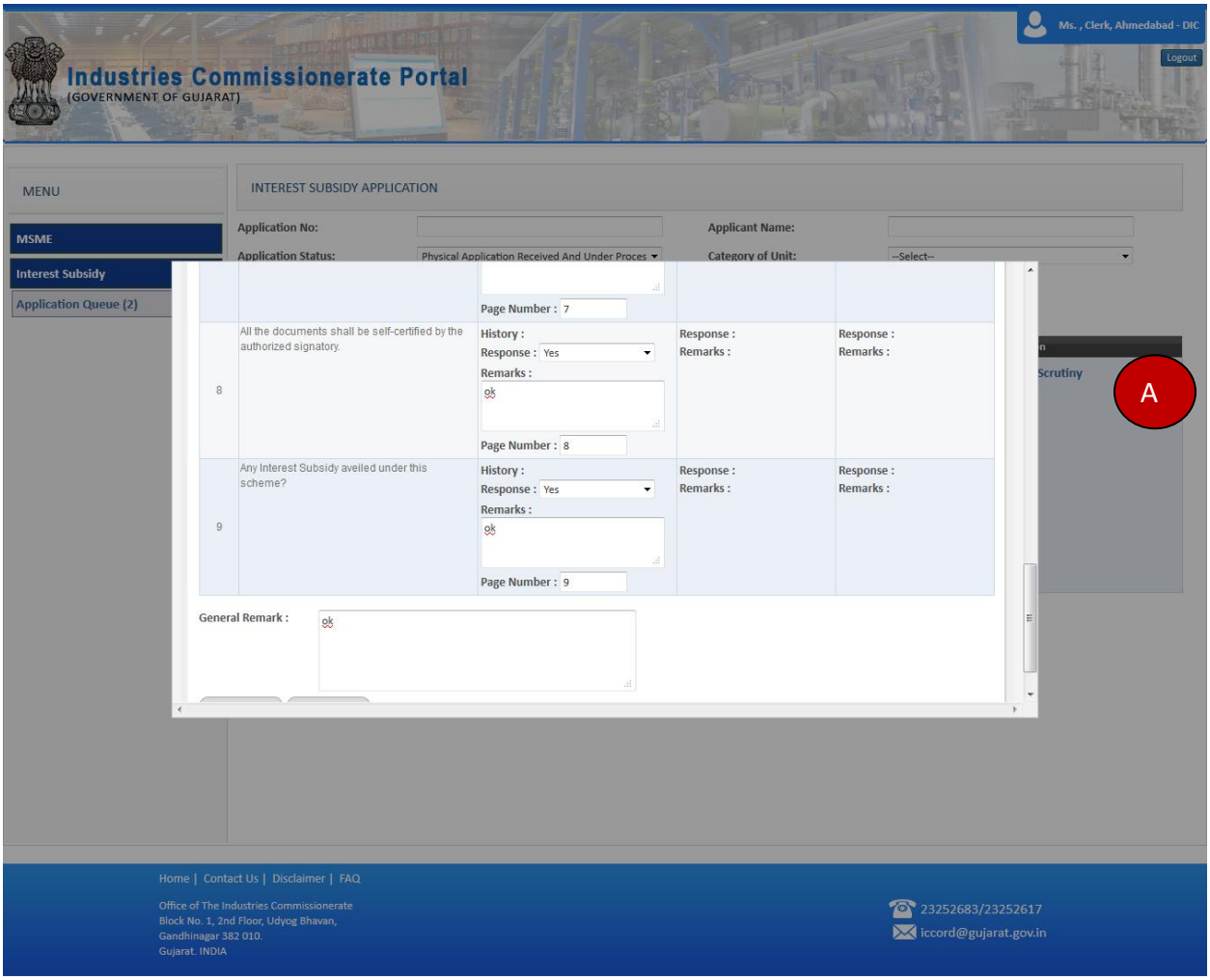
- All action items will display in last column which is display in above screenshot.
- Click on “Physical Document Received” link for receive a document.**(A)**

3. How do I Enter the Inward Number and Inward Date?



- When user click on “Physical Document Received” link then it will displayed popup for enter inward detail which is displayed in above screenshot.**(A)**
- After enter inward number and date click on “Submit” button for submit your inward detail.**(B)**
- If you don’t want to enter inward detail now and want to close a popup then click on “Cancel” button.**(C)**

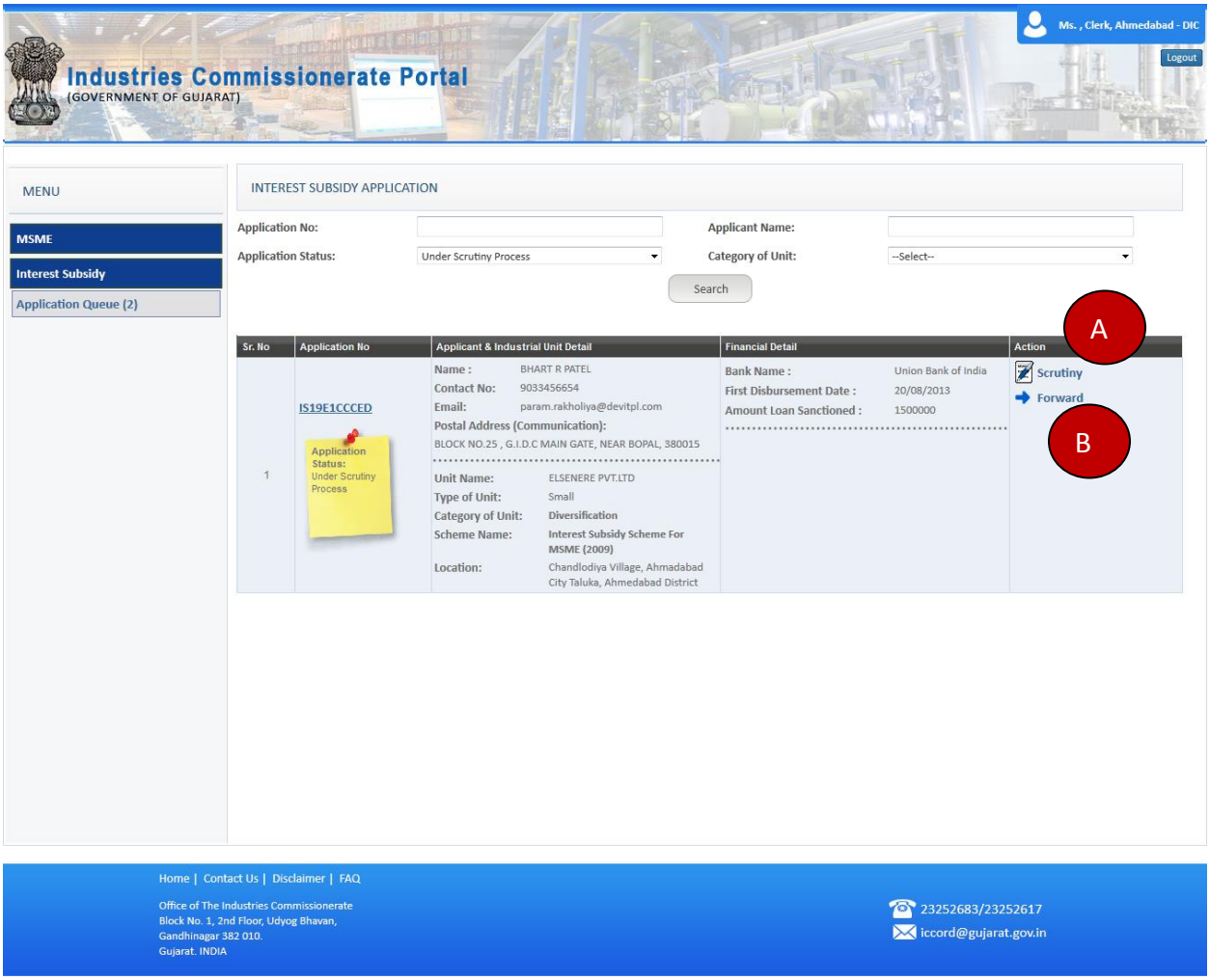
4. How do I Enter Scrutiny Details?



- After successfully insertion of inward detail system will allow you to perform scrutiny action.
- Click on “Scrutiny” link which is displayed in above screenshot (in last column).**(A)**

- When user click on “Scrutiny” then system will open a popup for enter scrutiny data.
- When you want to **save scrutiny data**, Please select appropriate response from “**Response dropdown**” and add page number and then enter your remarks and click on “Save” button.
- Three option should be available for response – Yes, No and Not Applicable
- If you don’t want to save scrutiny data now and want to close a popup then click on “Cancel” button.

5. How do I forward application to Manager (RM)?



- If user wants to change the data of scrutiny then click on “Scrutiny” link.**(A)**
- After successfully completion of scrutiny process “Forward” option will be available for that application.
- When user click on “Forward” link then application will automatically forward to respective Manager (RM). **(B)**